

Innovation

Group Management Plan

**Prepared By:** Allen Kannewischer

James Bird

Alex Erdelyi

Version: 1.0.0

Team Management Agreement

Team Configuration and Management

**Project client:** Null – in talks with potential client

**Project supervisor:** Hamish Smith

**Project Team Leader:** Null – agreement by consensus

**Project Team Members:** Allen Kannewischer, James Bird and Alex Erdelyi

Communication Plan:

Team Contact:

* Our team agrees to meet regularly, initially at least twice a week, and more as required.
* A meeting may consist of 2 or 3 team members.
* Meeting minutes or notes will be taken at every meeting where decisions are made or work allocated. Notes/minutes will be kept on the Innovation Wiki (http://bitweb.ict.op.ac.nz/wiki/Innovation-Home).
* Our team has agreed to work in the weekends as needed. This will be discussed in team meeting.
* Below is the times we have set for meetings:

**Monday: 1-3 pm**

These meetings will be for discussing the previous weeks progress. In this meeting we will set the weeks goals for each other.

**Wednesday: 1-3 pm**

These meetings will be used to discuss the problems we are having in completing our current set goals. From this we will discuss workaround and try to solve the problem.

Client Contact:

* Communication with the Client will be by the entire group. Contact will occur at least once a week. The purpose of this communication will be to update the client on what we have completed and to show our progress and identify problems that can or are occurring as the project develops. The person that will contact the client will be decided at the meeting on the Monday. The team member that will mainly contact the client will be James Bird.

Project Standards and Procedures:

* We will endeavour to keep the Client informed of our progress by presenting often and taking on board any feedback so as to deliver a desirable product.
* We will try to present/communicate with Client and Capstone Facilitator as a group if possible (see Communication Plan).
* We will use our Innovation logo on our paper documentation. Following are our document style preferences:
  + Cambria 12pt for Body text
  + Arial bold, 12, 14, 16pt for headings 1, 2, and 3 respectively
  + Innovation logo in the header of the document along with the name of the document
  + Ruled line to separate header and footer text from the text in the main part of the document
  + Footer will contain the date of the creation of the document and the names of the members of the team.
* We will all be collectively responsible for checking all aspects of the final product. This will ensure double checking of each other’s work, understanding by all team members of all aspects of the product and full personal responsibility for the entire product.
* Version control for documents will be:
* The wiki – especially for minutes, notes, ideas, documents to be collaboratively worked on
* Our group will ensure deadlines are met by:
  + Communication: regular team meetings, shared schedule of work, well defined plan of stepping stones
  + Good work allocation
  + Constant progress checking against schedule/deadlines and team goals
* Evaluation of the deliverable will be the responsibility of the team, but should also include:
  + A stable, working product
  + A satisfied Client

Management Strategies

Following is a list of strategies for some of the likely issues that may occur in the group during the implementation of our project.

* Group conflict: Prioritize important group and individual deadlines. If conflict arises mediate within the group in the first instance. If no agreeable resolution can be found, include Project Supervisor and implement the red/yellow/green card system.
* File management: Everyone has backups of their own material, either in hard copy or on their own pen drive. We all have to be responsible for backing up any content we personally contribute.
* Loss of essential files: Whilst every endeavor is made to keep the files backed up, we acknowledge mistakes can happen, and we will just get on with it.
* Application backup/version control: we will use bazzar for version control.
* Client issues: Communicate with Client and Capstone Facilitator to try to resolve any problems.
* Missing group member: encourage good communication. If there is a communication breakdown involve the Capstone Facilitator or Sam Mann and enforce the card system.

Disclaimers

## Research Disclaimer

“All members of this group are aware that our experiences in undergoing this project may be used in research into teaching methods for software engineering.  We understand that identities will be confidential and that taking part in this research is entirely voluntary and will not affect in any way how we are treated by the lecturers in this course”.

## Otago Polytechnic Disclaimer

“Some of the material in this document was created as part of a project by students of Otago Polytechnic, but its inclusion is not endorsement by the Polytechnic of any of the products, services, ideas, people, or businesses referred to".

Group Contract:

I agree to abide by the above group rules established in consultation with all group members:

Name: .............................................................................................

Signature.......................................................................................... Date...............................................

Name: .............................................................................................

Signature.......................................................................................... Date...............................................

Name: .............................................................................................

Signature.......................................................................................... Date...............................................